

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE CHIEF EDUCATION OFFICER DODA
E-mail:-ceo-doda@jk.gov.in

No.CEO/D/IT/ 2175

Dated: 08-09-2025

Subject: Instructions regarding Updation of Human Resource Data under Integrated Management System (IMS) on Official Website of this office.

CIRCULAR

It is hereby circulated for information and strict compliance of all concerned that the official dynamic website of this office www.ceododa.in was launched last year in the presence of the then Director School Education Jammu. The website has since evolved with major developments, and the ongoing task is the **updation of Human Resource Data** under the **Integrated Management System (IMS)** module. The updation of workforce biodata is to be carried out strictly by the concerned **Drawing & Disbursing Officers (DDOs, viz Principals of Higher Secondary Schools, Zonal Education Officers & Headmasters of High Schools).**

In view of the above, for smooth functioning, a **district-level team** is already working on the backend and **Zonal Nodal Officers (ZNOs)** have to monitor and coordinate the process. **All Establishment incharges at school and zonal levels are directed to extend full cooperation to the team.**

Further, designated officials at zonal level as per the below tabulated details shall assist the ZNOs of their respective zones.

S.No.	Name/Designation	Place of Posting	Name of ZNO and Zone to Assist
01	ROHIT KATOCH (JR ASSTT.) SAHIL SHARMA (JR. ASSTT.)	HS HAMBAL ZEO OFFICE BAHGWAH (AP HS MALHORI)	Ashwani Katoch, Zone Assar
02	TANYA JAMWAL (JR. ASSTT.) MOHD ASHRAF (JR. ASSTT.)	HSS G BHADARWAH ZEO OFFICE BHADARWAH	Anish Katoch, Zone Bhadarwah
03	TARIQ HUSSAIN (JR ASSTT.) MOHD YASEEN (LIB. ASSTT.)	ZEO Office Bhagwah HSS BHAGWAH	Varun Bandra, Zone Bhagwah
04	MAJID PANDIT (JR. ASST.) ASHISH KUMAR (JR. ASSTT.)	HS SERI HSS MALOTHI	Amneesh Chouhan, Zone Bhalla
05	ABDUL SUBHAN (JR.ASSTT.)	ZEO OFFICE BHALESSA UPS SHALALA	Kulbir Singh, Zone Bhalessa

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	MOHD IRFAN (TEACHER-in addition to teaching assignments at school)		
06	NASIR SALEEM (JR. ASSTT.)	HSS CHANTI	Mohd Ashraf, Zone Bhatyas
	RAVI KUMAR (LIB ASSTT.)	HS MANO	
07	SHADI LAL (SR. ASSTT.)	ZEO OFFICE DODA	Yasir Ahmed, Zone Doda
	AFSHAN TABASUM (JR. ASSTT.)	HS TANTA	
08*	BARKAT HUSSAIN (JR. ASSTT.)*	HS GAGLA (AP ZEO GHAT)	Barkat Ali, Zone Ghat
	UMAR ALI (JR. ASSTT.)	HS BHELI	
	MOHD ABDULLAH (JR. ASSTT.)	HS UDHYANPUR	
	MUZAFFAR HUSSAIN (JR. ASSTT.)	HSS GHAT	
09	NARINDER SINGH (JR. ASSTT.)	HS GULMANA	Girdhari Lal, Zone Gundna
	SHIKHA DEVI (JR. ASSTT.)	HS BRESWANA	
	GANESH KUMAR (JR. ASSTT.)	HS BARSHALLA	
10	YASIR ALI MALIK (JR. ASSTT.)	ZEO OFFICE THATHRI	Zahoor Ahmed, Zone Thathri
	SHEERAZ HUSSAIN (TEACHER-in addition to teaching assignments at school)	GUPS TIPRI	
	YOGESHWAR SINGH (JR. ASSTT.)	HSS JANGALWAR	

*S.No. 8 shall work as ZNO Website Zone Ghat replacing existing ZNO who shall assist ZNO Zone Doda

The timelines for completion are fixed as under and must be adhered to without fail:

- **Higher Secondary Schools & High Schools:** 03 working days
- **Zonal Offices:** 07 working days

All DDOs are hereby directed to issue **formal and strict instructions to nominated computer knowing officials** under their control to prioritize and complete this task within the prescribed timelines.

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It is further emphasized that the updation of Human Resource Data is a **highly significant exercise** as the website already incorporates modules on **School Infrastructure and Enrolment**, which are under further development. This will enable ZEOs and this office to generate accurate reports for projection of new infrastructure requirements, including:

- Provision of buildings, toilets, drinking water, electricity, ramps for CWSN, kitchen sheds, etc.
- Reporting of dilapidated or damaged buildings
- Details of rented/clubbed schools
- Allied infrastructure requirements

It is worthwhile to mention that while the Ministry of Education (GoI) already maintains the *UDISE+ platform* at the national level for basic school details, this additional feature on www.ceododa.in shall provide **real-time data updation** as this will include:

- Immediate reporting of school damages and deficiencies
- Real-time updates of employee bio-data, including transfers, promotions, attachments, deployments, retirements, etc.

All concerned are directed to treat this as a matter of **top priority**. Any laxity, delay, or non-cooperation shall be viewed seriously and may invite **disciplinary action** as per rules.


Chief Education Officer
Doda

Copy to the:

1. District Development Commissioner, Doda for favour of information.
2. Director School Education, Jammu for favour of information.
3. Project Directorate Samagra Shiksha J&K, Jammu for favour of information.
4. Joint Director School Education Doda/Kishtwar/Ramban for favour of information.
5. Principal HSS/Cluster Heads.....(ALL) for information & n/a.
6. Zonal Education Officer,(ALL) for information & n/a.
7. Headmaster High School(ALL) for information & n/a.
8. I/C website to upload the same on official website of this office.